

July 1, 1999

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **SENIOR METER READER**

##### **DEFINITION:**

Under direction, to assign, inspect, and review the work of water meter readers; to investigate special complaints and problems; and to perform related work.

##### **\* EXAMPLES OF DUTIES:**

- Assigns and schedules the work of water meter readers and checks their field performance; field checks and inspects unread meters;
- Trains subordinates in meter reading procedures and route geography;
- Restructures meter reading routes and establishes new meter reading patterns if necessary;
- Assists in the selection of meter readers;
- Plans and assists in preparing safety meetings for all meter readers;
- Investigates high and low bills for large commercial and industrial consumers;
- Reviews meter cards to ensure they are properly filled out;
- On a relief basis, participates in the work of meter readers.

##### **MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of experience reading utility meters on an assigned route. Possession of a valid California Class C Driver's License.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.